

*Meetings*

11 JUN 1958

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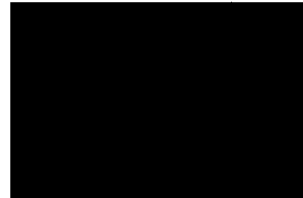
TO : All RMS Personnel

SUBJECT: Reporting Benefits from Records Management Activity.

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1. In a recent meeting with Mr. [REDACTED] he reiterated that records management benefits should not be reported in terms of "savings." On several occasions he has had to clarify for Agency officials the meaning of our reported savings, i.e., that the savings in fact represented either "preventing the expenditure of manpower" or "preventing the investment of X-number of dollars for equipment." Therefore, to avoid explanations, he asked that we report benefits accordingly.

2. I believe that we are justified in computing the dollar value of benefits on the basis of the equivalent cost of floor space, equipment, manpower released for other work, etc. However, let's simply drop the word "savings" in writing up these computations.



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